What is AccessWorkspace?

AccessWorkspace, the newest addition to the AccessNSF suite of tools, provides an easy and secure way to reach internal NSF services and resources when you are away from home or out of the office. You can use AccessWorkspace just like an NSF desktop to check your email, use applications such as eJacket and Office 2007, visit websites like Inside NSF and SharePoint, or to reach information stored on NSF's network.

AccessWorkspace simplifies remote access for customers who do not have a workstation on site at NSF and for those who use a Mac at home. With AccessWorkspace you can reach information on your home system and on NSF's network at the same time and also easily print at home.

What you need

- A computer with an Internet connection
- Your LAN ID and Password
- Your SecurID token

Welcome

Please enter your network username, password and passcode to login.

User name: _____
Password: _____
PASSCODE: _____

Log On

Logging on

- Go to https://AccessWorkspace.nsf.gov

- Enter your LAN ID, password and passcode (your PIN + the number displayed on your SecurID token)

- Click **Log On**

AccessWorkspace Home Screen
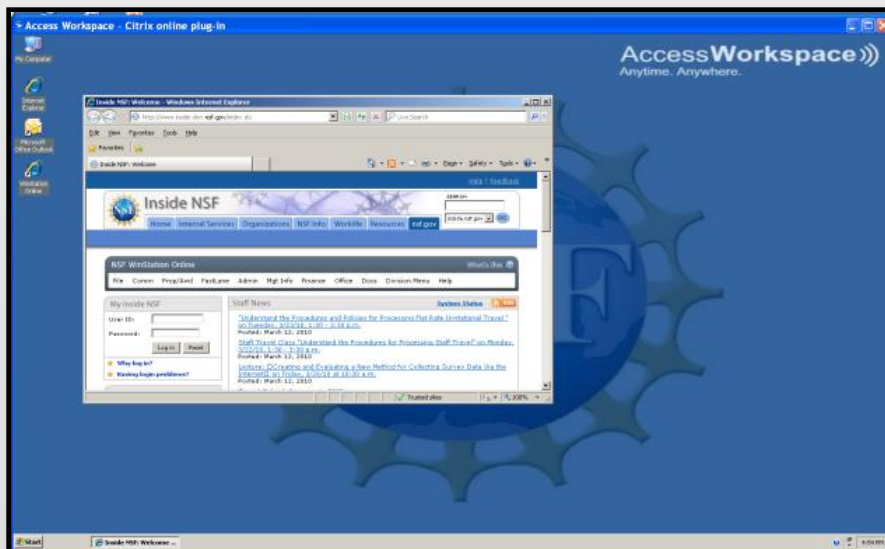
Navigating AccessWorkspace
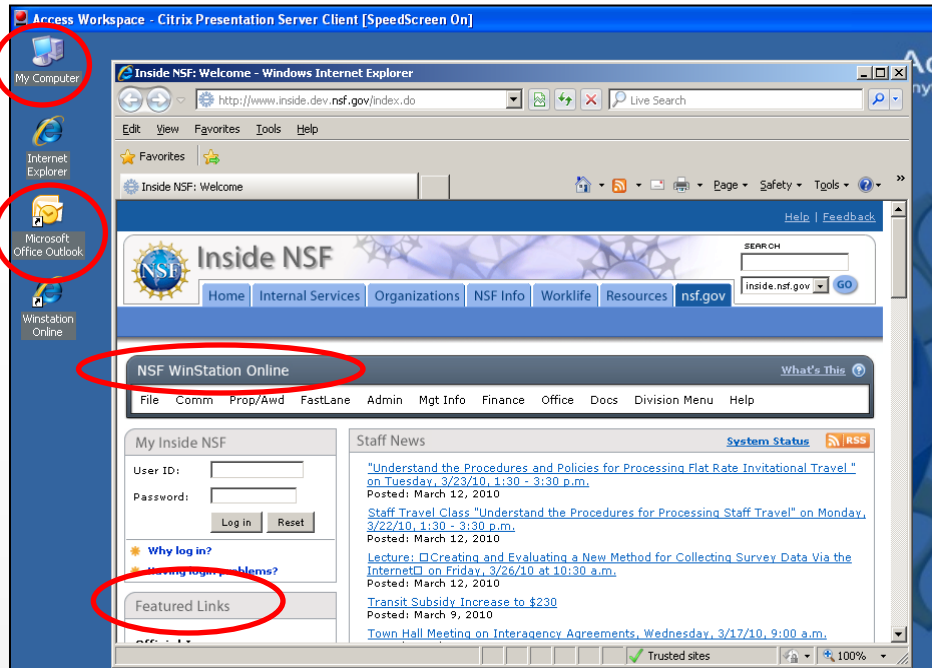
To access your NSF data:

• Double-click **My Computer** (P: and R: network dives)

To access your NSF email and calendar:

• Double-click **Microsoft Office Outlook**

To access NSF applications:

• From the **Inside NSF** screen, run applications using either the **NSF WinStation Online** or click on **Featured Links**

To navigate using the Start Menu:

• Click **Start** to access:
  o SharePoint
  o Outlook (your NSF email)
  o Internal and external NSF web pages

• Click **Start → Programs → Microsoft Office** to access the MS Office Suite of tools

• Click **Start → Log Off** to exit AccessWorkspace